



RCS Guest Account Request Form

RCS accounts are generated automatically for registered students, faculty, and staff on the Institute payroll. Please complete and return it to the VCC Help Desk to request an RCS guest account.

Kindly allow two to three business days for the Help Desk staff to process your request. They will notify the contact person listed below as soon as the account request is complete.

Charges

There is a \$2.50/month charge for the base 10MB disk space account. Additional disk space is charged at the rate of 25 cents per megabyte per month.

There is no printing allowance for RCS guest accounts. All printing is charged to the appropriate departmental or research billing account.

Date: _____

Name of guest: _____

Rensselaer ID Number (RIN): _____

Contact e-mail address
for guest: _____

Requested start date: _____

Account expiration date: _____

RPI affiliation: _____
(visiting scholar, temporary employee, conference attendee)
(please be specific)

Faculty or staff sponsor: _____

Rensselaer staff contact
person: _____
(please provide name and e-mail address or phone number)

Sponsor signature: _____

Departmental or
research account #: _____